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FM-VSU-03-2022-0720-49873/

**OFFICE OF THE HEAD FOR  
INTERNAL AUDIT**

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July 20, 2022

DR. EDGARDO E. TULIN  
President  
VSU, Baybay City, Leyte


Dear Dr. Tulin,

I would like to avail myself of the 3-day Educational tour (local) on Aug 15-17, 2022, and the 2-day Team building on Aug 18-19, 2022 (MC No. 18, series of 2009). I will take a short break from work to de-stress. I will visit the Marian Orchard Balete, Batangas to unwind.

Looking forward to your favorable action on this request.


God bless.

Respectfully,

  
MARIA TERESA A. CRUZ  
Head

Noted by:

  
ALLEN GLENNIE P. LAMBERT  
Executive Secretary

Approval for only 3-days Educ. tour.  
Team building is used for office/unit activity.  
You can file a leave for the remaining  
2 days, instead. 

Approved/Disapproved:

  
EDGARDO E. TULIN  
President *7/20/22*

Approved for 3-day educ. tour.  
Disapproved for 2-day  
team-building activity. You  
cannot conduct a team-  
building if you're alone, as  
it is a whole office/unit  
activity.